



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-129) Agenda

CITY OF PARKVILLE, MISSOURI

Wednesday, November 9, 2016 6:00 pm

- 1. CALL TO ORDER**
 - A. Roll Call
- 2. CONSENT AGENDA**
 - A. Approve the minutes for the October 12, 2016 regular meeting
- 3. ACTION AGENDA**
 - A. Platte County Outreach Grant Recommendations
 - B. Use Agreement with Prodigy Baseball
 - C. Revised Friends of Parkville Parks Donation Agreement
- 4. NON-ACTION AGENDA**
 - A. Parkville Nature Sanctuary Beehive Discussion
- 5. STAFF UPDATES ON ACTIVITIES**
 - A. Administration
 1. Upcoming Events Update
 2. Nature Sanctuary - Trek with Santa
 3. Parks Master Plan Update
 4. Trail Markers Update
 5. First Student Bussing Update
 - B. Public Works
 1. August Parks Report
 2. Tree City USA/TRIM Grant Update
 3. English Landing Park Restroom Update
- 6. MISCELLANEOUS ITEMS FROM THE BOARD**
- 7. ADJOURN**



COMMUNITY LAND AND RECREATION BOARD

Regular Meeting (#16-128)

MINUTES

CITY OF PARKVILLE, MISSOURI

Wednesday, October 12, 2016 6:00 pm

City Hall Boardroom

1. CALL TO ORDER

The meeting was called to order at 6:00 p.m. Roll was called by Tim Blakeslee. Members present were: Phil Wassmer, Bill Gresham, Neil Davidson, Adam Zink, Laura Ozenberger, Susan Robb and Liaison, Marc Sportsman. Absent with prior notice were Michelle Flamm, Bob Stuteville, and Linda Arnold. Noel Challis was Present for Platte County. Tim Blakeslee (Assistant to the City Administrator), and Bonnie Buckmaster (Public Works Assistant) were present for the City. A quorum was present.

2. CONSENT AGENDA

A. Approve the minutes for the September 14, 2016 regular meeting.

Noted to correct typos under the Action Agenda and Staff Updates.

ADAM ZINK MOVED TO APPROVE THE MINUTES FROM THE SEPTEMBER 14, 2016 REGULAR MEETING. BILL GRESHAM SECONDED; MOTION PASSED 6-0.

3. ACTION AGENDA

A. Parks Master Plan Approval

Larry Reynolds presented a final draft of the Parks Master Plan with findings and recommendations. Recommendations included the following:

FUNDING - Reynolds recommended to consider a ½ cent sales tax over 10 years which would generate about 500,000 annually and 5,000,000 over the course of 10 years. In addition, Parkville should increase the operating budget to match the median dollars per resident nationwide.

SERVICE AREA GAP AND CONNECTIVITY – Reynolds stated that the findings show that the western edge of Parkville provides little opportunity for a neighborhood park but a Brush Creek Greenway could serve that portion of the community. Reynolds also showed a breakdown of the riverfront parks amenities in the plan for each of the parks. Reynolds addressed revisions made at the last meeting which included the concern of parking spaces along the riverfront in Platte Landing Park. Laura Ozenberger asked what other adjustments were made. Reynolds stated they adjusted the parking in Platte Landing Park by the sports fields and the separation of the trail in English Landing Park from McAfee Street.

PROGRAMMING – Reynolds stated that once more sports fields in Platte Landing Park come online it will present an opportunity for the City to provide recreational programming or to partner with the YMCA or Northland Sports Alliance to fill the needs.

DEVELOPMENT FEES – Reynolds identified the new development impact fee as a way to fund capital improvements.

CODES – Reynolds stated the City code for parkland dedication is that the Board of Aldermen has the ability to approve cash in-lieu dedication of open space at a rate of \$7,000 per acre. Now could be the time to look at that to see if that needs to be increased. Another opportunity that could be done is to apply this to commercial developments. This is a current trend.

Board discussion regarding the Figure 5.10 on page 39 of the Parks Master Plan was that Item 5 should be Art/Memorial plaza and Item 6 should be Screened Maintenance Facility. Reynolds noted and said it will be changed.

Blakeslee asked Reynolds to go over the Riverfront Parks Phasing Diagram with Conceptual Costs. Reynolds discussed the sequences including starting with Phase 1A to provide preliminary grading for fields and road base for a drive and parking lot. Other Phases could be chunked into logical segments or could be built as one project. Challis was concerned with the statement that Phase 1A could provide a road base for later phases. Reynolds stated that there will be a gravel staging area that could be used for a future road base as part of wetland construction.

Neil Davidson asked about LWCF requirements in the park. Blakeslee stated that the City has done some research with the Missouri State Parks. The City was told that the current fields can be moved without the other fields being built first by asking for use of the area to be changed. Blakeslee said that the National Park Service wants to do a clean slate for our LWCF records because there seem to be discrepancies on their end.

There was discussion on the phasing diagram. Challis asked if Phase 2 and 3 could be swapped. There was discussion of Phase 2 which provides parking for the baseball fields. Blakeslee will reach out to Main Street Parkville Association and ask for comments before the plan goes to the Board of Aldermen for final approval. Davidson commented that he was not fond of the computerized work order system regarding when to replace equipment.

Noel relayed comments that the parks board had regarding the area near the multiuse fields which is south of item C on the concept map, asking if there could be room for an additional restroom. Reynolds stated that the best option would be to look into mobile restrooms. It is noted that there is potential for a playground and restroom facilities near the multiuse fields.

Marc Sportsman asked Challis what the next step would be, which she said she would take it to the Parks Board after Board of Aldermen approves.

ADAM ZINK MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN ADOPT THE 2016 PARKVILLE PARKS MASTER PLAN WITH NOTED CHANGES. BILL GRESHAM SECONDED; MOTION PASSED 6-0.

B. Approve the Riverfront Park map graphic design concept

Blakeslee said that part 3 of the park signage project is for graphic design services to create a new park map that will be displayed on the amenity maps in three park locations. Lindsey French with Vireo presented a riverfront park map graphic design concept following the comments received from CLARB. The design of the map was inspired by the Parkville entryway signage and the new 5k/10k marker color palette. CLARB liked the map, however felt that the 5k/10k route colors on the map were too similar and asked for more contrasting colors. The group also asked for an outline behind the arrows in the legend indicating the 5k/10k routes so they would stand out more. Other suggestions were to have route mile markers and to have the scale in miles instead of feet. CLARB also asked to add the trails in the Sullivan Nature Sanctuary.

Blakeslee said that the newly designed map will also be able to be displayed on the Parkville website and could be left as fliers at the park entrance bulletin board or at Parkville City Hall. The scope included creating a color rendered park map showing and labeling existing park amenities and features. The map will also include lines, arrows and circles to illustrate the 5K/10K run route as well as distance markers. The first draft of the map was displayed at the meeting on September 14, 2016.

ADAM ZINK MOVED TO APPROVE THE RIVERFRONT PARK MAP GRAPHIC DESIGN CONCEPT SUBJECT TO CHANGES. BILL GRESHAM SECONDED; MOTION PASSED 6-0.

C. Approve a donation agreement with Friends of Parkville Parks in the amount of \$25,000

In early-September, City staff was notified that the Friends of Parkville Parks (FOPP) were seeking grant requests prior to disbanding. The deadline for the requests required that an application be submitted prior to the request being approved by the governing body. As a result, final endorsement of accepting funds for the proposal made to FOPP is contingent on the support of CLARB and the Parkville Board of Aldermen.

In brief, the City's proposal involved creating one practice ball field and one practice multi-use field in Platte Landing Park (Attachment 1 of the CLARB packet). The City is also working to partner with local sporting academies to provide maintenance for the fields in consideration for reserved field time. The result would be the establishment of a series of "Friends Fields" in which various local organizations donate time, effort, and materials to help create athletic fields for community use. Staff stated that on September 8, 2016, FOPP awarded the City a \$25,000 grant. FOPP approved the request for the ball field proposal and \$15,000 was awarded for as a donation for a new shelter house near the southeast corner of the Grigsby Field parking lot, provided additional matching funding can be obtained via a Platte County Outreach Grant. The proposed shelter house location is consistent with a shelter location in the soon to be adopted 2016 Parks Master Plan.

Tim Blakeslee received updated information regarding the cost for the multiuse fields stating that they were quite a bit more expensive than anticipated. Staff stated that because it was more expensive than originally anticipated staff would think about possibly bringing in other organizations for donations. CLARB discussed that with the new figures, they would like to take a little extra time to get more information on the multiuse fields. CLARB stated that the agreement would need to be adjusted and just have the shelter reflecting the \$15,000 donation.

Adam Zink stated when FFOP disbands, they would go ahead and give the City the money in good faith to be put in escrow, trusting that the City will do what they have said they will do.

NEIL DAVIDSON MOVED TO RECOMMEND THAT THE BOARD OF ALDERMEN APPROVE A DONATION AGREEMENT WITH FRIENDS OF PARKVILLE PARKS IN THE AMOUNT OF \$25,000 CONTINGENT ON RECEIVING AN ESTIMATE OF ACCEPTABLE COSTS FOR FIELD GRADING. PHIL WASSMER SECONDED; MOTION PASSED 6-0. ADAM ZINK ABSTAINED

4. CITIZEN INPUT

A. Smoke Free Parks

Dr. Michael C. Hudak presented information on the importance of smoke free parks. He stated that Kansas City has already made all parks smoke free and would like CLARB to consider Parkville Parks to do the same. Hudak informed CLARB of all the hidden dangers of second hand smoke and the toxins from the littered cigarette butts damaging wildlife and leaching into our waterways and environment. Hudak asked that at a minimum the city keep smokers thirty (30) feet away from all playgrounds. In the CLARB packet there were examples of signs that could be installed.

Discussions included the ability of enforcing the ban and some special events that this could affect. CLARB likes the idea and will discuss options of signs around the playgrounds and would like staff to look into options. Other discussions regarded having a smoking section for festivals. Blakeslee will check into what surrounding cities are doing and will put together ordinance recommendations for CLARB at a future meeting.

THIS IS A DISCUSSION ITEM THEREFORE, NO MOTION IS NECESSARY.

5. STAFF UPDATES ON ACTIVITIES

A. Administration

1. Upcoming Events Update – Pokémon Go Tournament, Zombie Rush 5k/10k
2. Nature Sanctuary – Ghost Stories 10/29/16 and Trek with Santa 12/3/16
3. Lowe’s Project – Revived flower bed at Main and McAfee
4. Missouri American Water Well #5 Agreement will go to the BOA 10/18/16. Missouri American agreed to trim the bushes back and paint the wells. Staff mentioned that the non-functioning well will be removed.
5. Missouri Riverfront Trail connection – The County has made contact with the railroad. Staff was informed that the County must bid the project prior to receiving the easement.

B. Public Works

1. August Parks Report – Attached to CLARB packet.
2. Grigsby Trail Renovation – Completed.
3. Vikings Field – Altered agreement, the City is now spraying for mosquitos.
4. Tree City USA – Received full TRIM Grant amount. Tom Barnard is looking for trees to trim and remove.
5. English Landing Park Restroom – Work has begun, the City had received information that the guidelines to receive the grant have been extended to November 30, 2016.

6. MISCELLANEOUS ITEMS FROM THE BOARD

- A. Laura Ozenberger asked about the Agreement with the baseball academy. Blakeslee is looking at the details and will have more information at the November meeting.
- B. CLARB asked about the bus parking in Platte Landing Park. Staff has not noticed many people using the park and will confirm payment which they are obligated to pay regardless of use.
- C. Zink stated concern of the illegal parking in English Landing Park and thinks that there should be tickets given out to violators. Blakeslee will bring this to the police department’s attention. CLARB thinks that there should be some consistency in giving out tickets.

7. ADJOURN

**ADAM ZINK MOVED TO ADJOURN AT 7:45 P.M. PHIL WASSMER SECONDED;
MOTION PASSED 6-0.**

The minutes for October 12, 2016, having been read and considered by the Community Land and Recreation Board, were approved on this the 9th day of October 2016.

Bonnie Buckmaster
Public Works Assistant

Approval date

CITY OF PARKVILLE Policy Report

Date: November 4, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Alysen Abel
Public Works Director

ISSUE:

Recommend to the Board of Aldermen that Staff prepare and submit a Platte County Parks and Recreation Outreach Grant application.

BACKGROUND:

In 2009, the voters of Platte County approved a 10-year, half-cent sales tax for parks, recreation, and stormwater control. A portion of the sales tax proceeds are allocated for the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs. Approximately \$250,000 is available each year through this program.

The Platte County Commission developed the Outreach Grant Program to promote the development of local parks, recreation facilities, and programs to enhance the quality of life for all residents. The program strengthens partnerships between the County, local governments, and non-profit organizations to strategically meet our common goals. Applicants must be a local government, school district, or other public subdivision of the State of Missouri. The grant cycle begins on December 1, and the deadline for applications is January 29, 2017.

Groups who are awarded grants can use the funds for a number of purposes related to parks and recreation. Eligible projects include, but are not limited to, the development or improvement of recreational facilities such as playgrounds, ball fields, and trails. In addition, plans to establish recreational programs are also eligible for grant awards.

Project #1 – Friends of Parkville Parks (FOPP) Shelter: On September 8, 2016, FOPP awarded the City a \$25,000 grant. FOPP approved \$15,000 of that donation for a new shelter house near the southeast corner of the Grigsby Field parking lot, provided additional matching funding can be obtained via a Platte County Outreach Grant. Staff recommends a grant request of \$20,000 to support construction of the project.

Project #2 - Small Dog Park Trail: Staff recommends applying for an outreach grant to help fund a gravel trail along the perimeter of the Small Dog Park, on the inside of the fence. The trail installed at the Large Dog Park last year has been tremendously popular. Staff recommends a grant request of \$3,000. The local match associated with installation of Dog Park Trail would be the labor to install the trail.

Project #3 – English Landing Park Restroom Phase Two: Staff recommends applying for a \$35,000 outreach grant to help fund phase two improvements to the English Landing Park restroom facility. The proposed renovation is one of the Board of Aldermen's top priorities and has been included in the city's 2017 Capital Improvements Program (CIP). This \$35,000 grant would be a portion of the estimated \$70,000 needed to complete exterior renovations and includes the addition of an HVAC system to keep the restroom open in the winter. The local match would be \$35,000 budgeted in 2017 for the projected.

ITEM 3A

For 11-9-16

Community Land and Recreation Board

Project #4 - Parks Storage Facility: Staff recommends applying for an outreach grant for the Parks storage building. The parks maintenance and equipment storage facility has an estimated cost of \$120,000. The estimated cost includes the site improvements associated with the building (access drive, fence, etc.). Staff plans to budget \$50,000 in 2017 to complete the design/bid process and begin construction of the storage facility and \$70,000 in 2018 finalize construction. Staff recommends a grant request of \$25,000 to support design/bid and construction portion of the project. The local match would be \$95,000 budgeted over 2017 and 2018.

It is possible to apply and receive multiple Platte County outreach grants. Staff anticipates including a priority order for the projects listed in the grant proposals, which are (1) Friends of Parkville Parks (FOPP) Shelter; (2) Small Dog Park Trail; (3) English Landing Park Restroom Phase Two; (4) Parks Storage Facility. Staff is seeking approval and guidance from CLARB to provide a recommended list of grant projects in priority order to the Board of Aldermen.

BUDGET IMPACT:

Friends of Parkville Parks (FOPP) Shelter: The projected 2017 budget proposes \$15,000 from the Parks Donation Fund to support construction of the FOPP Shelter.

Small Dog Park Trail: The projected 2017 budget proposes \$3,600 for trail maintenance.

Parks Storage Facility: The projected 2017-2022 Capital Improvements Program schedules \$50,000 in 2017 to complete the design/bid process and begin construction of the storage facility and \$70,000 in 2018 finalize construction.

English Landing Park Restroom Phase Two: The projected 2017 budget proposes \$70,000 for restroom renovations.

ALTERNATIVES:

1. Recommend to the Board of Aldermen for staff to prepare and submit Platte County Parks and Recreation Outreach Grant applications, in the priority order listed in the policy report.
2. Recommend to the Board of Aldermen for staff to submit the grant applications for other projects as directed by CLARB.
3. Do not recommend to the Board of Aldermen for staff to submit the grant applications.
4. Provide other direction to staff regarding the grant application.
5. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that CLARB recommend to the Board of Aldermen for staff to prepare and submit Platte County Parks and Recreation Outreach Grant applications, in the priority order listed in the policy report.

POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal, or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

ITEM 3A

For 11-9-16

Community Land and Recreation Board

SUGGESTED MOTION:

I move to recommend to the Board of Aldermen for staff to prepare and submit Platte County Parks and Recreation Outreach Grant applications, in the priority order listed in the policy report.

ATTACHMENT:

1. 2017 Grant Guidelines



Parks and Recreation Outreach Grant Program

2017 Guidelines

- I. Program Overview
 - A. Introduction
 - B. Administration & Funding
 - C. Eligibility, Project Areas & Requirements
 - D. Evaluation Criteria
 - E. Application Process

- II. Application
 - A. Directions
 - B. Application Form
 - C. Budget Form
 - D. Check-Off Page
 - E. Sponsor Resolution

I. Program Overview

A. Introduction

Recognizing that Platte County is a growing and dynamic area with a population that demands the highest quality parks and recreation and wellness opportunities, the Platte County Commission has developed the Parks and Recreation Outreach Grant Program. This program is intended to promote the development of local parks and recreation facilities and programs within Platte County to enhance the quality of life for all residents. The program strengthens partnerships between the County, local governments, and non-profit organizations to strategically meet the needs of our citizens.

The absolute priority of the Parks and Recreation Outreach Grant Program is to significantly increase and improve recreational and wellness opportunities for Platte County residents.

B. Administration & Funding

Under the direction of the County Commission, the program is administered by the staff of the Parks and Recreation Department and Board of Parks Commissioners. All applications for funding are submitted to the Department and reviewed and evaluated by the Parks Board. The Board makes recommendations to the County Commission which has final approval authority.

Funds for the program are derived from the ½ cent sales tax approved by Platte County voters in August 2000, and renewed in August 2009. As outlined in the Park System Master Plan (updated in 2009), the Department requests an annual budget for the grant program from the sales tax proceeds. The total amount available each year shall be subject to approval by the County Commission. A copy of the master plan is available at the Platte County web site, www.platteparks.com.

C. Eligibility, Project Areas & Sponsor Requirements

Eligibility

Applicants for Outreach Grant funds must be a local government, school district, or other political subdivision of the state of Missouri as provided for in Article VI, Section 23, of the Missouri Constitution or an Internal Revenue Service designated non-profit organization such as a 501c(3) or c(4). Public aid for religious institutions is prohibited by Missouri law. Applicants are encouraged to partner with other organizations, including the private sector, and seek public feedback on their projects. **All applicants are required to provide significant matching contributions to the proposed project.**

Applicants must be in compliance with all previous Outreach Grant Program projects including completion, maintenance and public availability components.

All applications must include copies of adequate documentation for budget estimates and quotes, i.e. contractor proposals and estimates outlining work to be provided and associated costs. If sufficient documentation is not provided, the application will be ineligible for consideration.

Platte County does not contribute to organizations that practice discrimination by race, color, creed, sex, age or national origin. Projects will be funded only for facilities or programs in Platte County which primarily and significantly benefit Platte County citizens.

Project Areas

Eligible projects include capital improvements for parks and recreation facilities, public recreation programs, and capital maintenance of parks, recreational, and historic facilities.

1) Capital Improvement Projects

Capital improvement projects include the development or renovation of park and recreational facilities. Eligible projects include, but are not limited to, playgrounds, ballfields, trails, picnic shelters, and open space. Development and renovation projects for parks and recreation facilities shall comply with the Americans with Disabilities Act and Missouri prevailing wage laws. All equipment purchased, installed, and/or renovated shall be in accordance with U.S. Consumer Product Safety Commission (CPSC) and American Society of Testing Materials (ASTM) guidelines and be available for public use during its standard expected lifetime, generally considered to be no less than twenty (20) years.

Projects involving land acquisition **must** include ownership by a public agency and be dedicated for public recreational purposes in perpetuity (non-profit organizations are encouraged to partner with their local government). Land acquisition projects must also meet a high priority need as defined in the sponsor's comprehensive/master plan and the County's Park System Master Plan (available at the County web site, (www.platteparks.com)). Project sponsors applying for land acquisition should consult with staff before applying and provide documented research of land value. At the County's discretion, a certified appraisal, land survey and environmental assessment may be required.

Generally no less than 80% of the funds available for the Outreach Grant program will be awarded to Capital Improvement Projects.

2) Public Recreation Programs

Recreation programs eligible for Outreach Grant funds may be sports, wellness, historical or cultural arts related. Programs must be open to the general public and take place within Platte County. Programs receiving grant funds **may not** charge admission fees. Admission fees shall be defined as the charge for access and participation in special events such as concerts, festivals, athletic camps, or instructional clinics.

Project sponsors applying for programs should, within their application submission, provide an outline of the event and include a schedule of activities, detailed descriptions of the programs that will be offered, and intended outcomes and benefits to program attendees. Program applicants should also provide a detailed budget; broad categories that may include administrative expenses or fundraising items cannot be funded. Please provide evidence of the program's success if it has occurred in the past.

Outreach Grant funds are not designed to be a sole or continuous funding source for programs. Funds are intended to support new efforts and assist with diversifying audiences for worthy programs amongst Platte County citizens. Generally, Outreach Grant funding for a single recreation program shall not be approved for more than two consecutive years.

3) Capital Maintenance for Parks, Recreational, and Historic Facilities.

Capital maintenance, as defined by this program, shall include the acquisition of maintenance equipment and the replacement or renovation of recreational or historic facilities.

Sponsor acquisition of capital maintenance equipment such as mowers, tractors, storage facilities and other devices used in the regular maintenance/operation of parks, trails, and recreation facilities are eligible under the Outreach Grant program. *All equipment funded from Outreach Grant monies must be used strictly for the maintenance and/or operation of park and recreation facilities and may not be used for maintenance of other sponsor assets, such as road right-of-way not along recreational facilities, public works facilities or administrative grounds or buildings.*

All capital equipment acquired through the Outreach Grant program must be utilized by sponsors for the life of the equipment, generally considered no less than ten (10) years. Should a sponsor discontinue use of equipment purchased through the Outreach Grant program before the useful life of the equipment has expired, or re-assigns the equipment to other non-park and recreation purposes, the sponsor shall reimburse Platte County fair market value of the Outreach Grant amount. Should the sponsor wish to sell or trade said equipment, prior approval shall be sought from Platte County with all proceeds going to a similar equipment or function of the sponsor.

Capital maintenance shall also include replacement or renovation of recreational or historic facilities. Qualified items include, but are not necessarily limited to, playground resurfacing, trail resurfacing, ballfield reconditioning activities, and concession/restroom building refurbishments.

Platte County is unable to fund projects through the Outreach Grant Program that do not substantially improve recreational opportunities for county residents. Projects **not eligible** for funding include, but are not necessarily limited to, monthly utility costs, maintenance personnel costs, consumable maintenance supplies such as fuel or cleaners, janitorial services, small tools, administrative or travel expenses, facility rentals, fundraising, program equipment such as footballs, baseball bats, uniforms, pads and nets, or any project that requires the use of eminent domain or condemnation.

Sponsor Requirements

Successful applicants, (sponsors) **are required to provide significant matching resources** in the form of cash or in-kind services, such as donated labor or materials to the project. All matching resources shall be verified by a resolution or letter from the applicant or agency providing the match. Applicants shall also complete a project application and submit it to the County by the annual due date, administer the project through completion, follow all applicable local, state, and federal laws, and operate and maintain the site or program after completion.

- 1) All project sponsors are required to follow Missouri prevailing wage laws for Platte County when paying contractors. Volunteer labor should be calculated at \$15.71/hr unless the volunteer is donating professional services. Professional volunteer hours should be calculated at the volunteer's regular hourly rate.
- 2) Project sponsors shall agree to include reference to Platte County and the Outreach Grant program on project signage and/or promotional literature produced by the sponsor and to accept any additional identification signage from the County to be placed at the project site.
- 3) Project sponsors shall provide annual program participation information including number of participants per program offered and demographic information as requested.
- 4) All proposed project costs must be documented within the proposal submission. Applicants shall include written estimates or bids from contractors or vendors, or written opinions of probable costs from a professional consultant to the project, such as an architect, engineer, or landscape architect.

D. Evaluation Criteria

All projects and programs will be evaluated on the information provided in the application and by the sponsor's compliance with past grant projects. **Significant matching funds or in-kind services are required**, and priority will be given to projects that include a significant sponsor match with consideration to applicant size and resources.

Preference will be given to projects meeting one or both of the following:

- Projects utilizing materials or equipment proven to be sustainable, including the use of energy efficient and environmentally friendly technologies.
- Projects utilizing materials, supplies, equipment, and/or services from Platte County based businesses.

Using the categories listed below, all applications will be evaluated by the Parks Board for recommendation to the County Commission.

1) Quality of Project

- Does the project address a major need in the community?
- Is the project supported in the sponsors' comprehensive plan/master plan and/or the Platte County Park System Master Plan?
- Is there a significant population to be served by this project?
- Is there a regional, state, or national significance to the project?
- Is the implementation of the project reasonable; can it be done in the time allotted?
- Are the quality of the components and features of the project high?
- Is the project sponsor (and partners) qualified to complete and maintain the project?
- Are there significant matching funds or non-cash donations for the requested grant?
- Is the project sponsor adequately maintaining previous Outreach Grant projects?
- Will the project have a positive impact on community aesthetics?
- Is the project sponsor utilizing Platte County based businesses?
- Does the project contain elements that improve the environment, such as energy efficient components, native plantings, and/or reduction of stormwater runoff?
- Is the application complete and clear?

2) Public Input & Partnerships

- Has the proposed project been approved by the governing body of the applicant?
- To what extent was the general public or affected user groups a part of project planning?
- Are significant partnerships being utilized to develop and maintain the project?
- Are partners contributing matching resources to the project?
- Is there adequate support to complete and maintain the project?

3) Project Budget and Finances

- Are proposed budget estimates included in the application? Are the proposed project costs reasonable, and documented from an independent source such as a contractor, vendor, or consultant?
- Has the sponsor received an Outreach Grant before? During the past two years?
- Is there a need for Outreach Grant funds?
- Is the applicant using Platte County based businesses in the project or program?

E. Application Process

All proposals must be received by **5:00 p.m., January 27th, 2017** in order to be considered. Please contact the Parks and Recreation Department if you should have any questions regarding the application or project eligibility before this deadline. A voluntary pre-application meeting will be held on **December 13th from 6:00 to 7:00 PM at Platte County Community Center South, 8875 Clark Ave. in Parkville**, to answer questions from prospective applicants. Proposals will be reviewed by the Board of Park Commissioners and considered by the County Commission. Grant awards will be announced by March 2017; successful applicants will be issued a Grant Agreement and "Notice to Proceed".

All costs associated with the project **must** be documented. Any costs incurred prior to the formal approval of the project are ineligible for matching purposes or reimbursement. All grant funds are provided on a reimbursement basis. Approved project sponsors shall use the following process for reimbursement:

- 1) Sign and return Grant Agreement; begin project upon receipt of Notice to Proceed.
- 2) Purchase equipment and/or contract services.
- 3) For recreation programs, project sponsors shall notify County staff of program dates and times to allow staff to attend and evaluate the program.
- 4) Complete the project or program and notify the County in writing that all requirements of the grant agreement have been satisfied, including applicable guidelines such as CPSC and ASTM.
- 5) Submit paid invoices and documentation of payment for project expenses up to the amount approved by the County in the grant agreement.

The County will examine submitted materials and inspect the completed project for compliance with the grant agreement. Upon satisfactory completion, the County will issue a reimbursement check in approximately 15 business days to the project sponsor for an amount up to the approved award. **Successful applicants shall complete their project no later than November 1, 2017. Please notify the Parks and Recreation Department office if you are unable to complete your project by this date.** Limited project extensions may be granted for special circumstances. Applicants may submit a 2017 Outreach Grant application for programs or events occurring in early 2018.

II. Application

A. Directions

- 1) Submit only one project or program per application form.
- 2) Sponsors may submit multiple applications for consideration; if submitting multiple applications sponsors should designate project priority (#1 = highest) on the upper right hand corner of the application front page (the County shall reserve the right to award funding based on its own priority evaluation).
- 3) Application must be in original format (Microsoft Word document available at www.platteparks.com) and typewritten. **No handwritten applications will be accepted.**
- 4) Project description section must be completed.
- 5) Application must be signed and dated.
- 6) Pages of the application are automatically numbered. Additional pages added to the application must also be numbered.
- 7) **All new construction or renovation projects** are required to include a development plan or a diagram with the application. Application submissions may also include the following optional support information: map identifying the project location; photographs of proposed project site; promotional printed fliers or brochures for your project. **Land acquisition projects** must include a location map of the property.
- 8) Applicants must include a signed Resolution or Letter of Approval from their governing body supporting the application and committing matching funds or resources.
- 9) Non-profit Organizations **must include** a letter from the Internal Revenue Service that establishes non-profit organization status, or a letter from a political subdivision or local government stating their willingness to sponsor the project. A project sponsor agrees to complete the project if the original applicant is unable to complete the work.
- 10) Pay particular attention to the "Itemized Budget" page of the application. Instructions for completing this page are written above the Itemized Budget Table (Page 11). Round all amounts to the nearest dollar and use specific line item costs. **Include copies of adequate documentation for budget estimates, i.e. contractor proposals and estimates outlining work to be provided and associated costs.**
- 11) Complete the "Check Off" page to ensure you have met all requirements to apply for the Outreach Grant. Please submit this page with your application.
- 12) Make 11 copies of your Application. Do not include the application guidelines. Deliver the original **and** 11 copies to (12 copies total) to **Parks and Recreation**

Applications must be received by *January 27th, 2017*

CITY OF PARKVILLE Policy Report

Date: November 9, 2016

Prepared By:
Tim Blakeslee
Assistant to the City Administrator

Reviewed By:
Alysen Abel
Public Works Director

ISSUE:

Approve an agreement with the Prodigy Baseball Academy for use of the City baseball fields.

BACKGROUND:

The City owns the three baseball fields located in English Landing Park south of McAfee Street and east of Main Street in Parkville, Missouri. The three baseball fields are known as Ball Field 1, Grigsby Field, and Ball Field 3. The locations are further described in Attachment 1. One of the recommendations of the 2016 Parks Master Plan was for the city to seek out partnerships to help close the gap between city maintenance needs and available manpower.

The Prodigy Baseball Academy (Prodigy Baseball) is youth and High School baseball organization in the Kansas City northland. In mid-2016 staff was approached by Prodigy Baseball who had the idea that both the City and Prodigy could work together to improve the ballfields in English Landing Park. Prodigy Baseball practices on the city fields two to three nights per week in the spring and would like to begin doing so in the fall as well. Prodigy Baseball has requested to use the city's three practice baseball fields in return for providing general maintenance and upgrades to the field instead of paying the regular usage fee.

The terms of the agreement are similar to those negotiated with the Vikings Football Club for the use of Vikings Field. Per the agreement Prodigy will not be obligated to pay a user fee and will receive exclusive use of the baseball field two nights per week in the spring and fall. In return, Prodigy Baseball is responsible for maintenance of the premises, excluding mowing, in a manner that is safe and presentable for program participants. Prodigy Baseball will complete a series of maintenance projects on a weekly and monthly basis to the Premises outlined in the proposed use agreement (Attachment 2). The City is responsible for mowing the Premises on a regular basis, consistent with mowing practices for other areas of English Landing Park throughout the year.

In addition, Prodigy Baseball will to complete two (2) or more of the following Major Alterations to Grigsby Field at no cost to the City:

- a. Right and left field dugout windscreen installation on Grigsby Field.
- b. Mound repairs and batting turf installation to the right field warm up area on Grigsby Field.
- c. Installation of a netting system, windscreen, and artificial turf in the batting cage area of Grigsby Field.
- d. Turtle/batting cage repair.

Prior to proceeding with any of the above Major Alterations, Prodigy Baseball must meet with the City and provide a detailed written plan (Major Alternation plan) of how it will accomplish one of the Major Alterations listed above. If the installation of two (2) Major Alterations do not take place during the contract term Prodigy Baseball will reimburse the City for the use of the premises in the amount of \$1,000.00.

ITEM 3B

For 11-9-16

Community Land and Recreation Board

BUDGET IMPACT:

In 2016, Prodigy Baseball paid the city \$1,500 for the use of the baseball fields. Staff believes the anticipated loss of this revenue is equaled by the maintenance and improvements to completed by Prodigy Baseball in the agreement.

ALTERNATIVES:

1. Approve staff to finalize and the mayor and city clerk to execute the agreement with the Prodigy Baseball for the use of the baseball fields, with minor changes.
2. Approve the agreement with modifications to meet the desires of the Board.
3. Do not approve the agreement.
4. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends allowing staff to finalize and the mayor and city clerk to execute the agreement with Prodigy Baseball for the use of the baseball fields.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen allow staff to finalize and the mayor and city clerk to execute the agreement with Prodigy Baseball for the use of the baseball fields.

POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

ATTACHMENTS:

1. Field Map
 2. Agreement
-

FIELD MAINTENANCE AND USE AGREEMENT

This Use Agreement is made and entered into this 15th day of November 2016 by and between the City of Parkville, Missouri, a municipality of the fourth class, hereinafter called “the City,” and the Prodigy Baseball Academy, a youth and High School baseball organization, hereinafter called “Prodigy Baseball.”

WHEREAS, The City owns the three baseball fields generally located in English Landing Park south of McAfee Street and east of Main Street in Parkville, Platte County, Missouri. The three baseball fields are known as Ball Field 1, Grigsby Field, and Ball Field 3. The locations are further described in **Exhibit A**, attached hereto and incorporated by reference, hereinafter “the Premises”; and,

WHEREAS, The City desires to allow Prodigy Baseball to use the Premises for youth recreational baseball practice and the latter desires to use the same with permission from the City in accordance with the following terms; and,

WHEREAS, this Agreement replaces any and all pre-existing arrangements, verbal or written, between the City and the Prodigy Baseball related to the use of the Premises.

NOW THEREFORE, The City agrees to allow the Prodigy Baseball to use the Premises, as follows:

1. **Term.** The term of this Agreement shall be for a period beginning on the date of the signing of this Agreement and running until December 31, 2017.
2. **Grant of Use.** Prodigy Baseball shall be scheduled to use the Premises or a portion of the Premises for baseball practice from 5:30 p.m. to dusk on ___day___ and ___day___ from March 1 through June 30 and from 5:30 p.m. to dusk on ___day___ and ___day___ from July 1 through October 31. If at any time during this period Prodigy Baseball declares they are not using the Premises, the City may grant the use of the Premises to other users.
3. **User Fee.** Prodigy Baseball shall not be obligated to pay any user fee to the City, except in the circumstances outlined Section 10, Section 15, and Section 16 of this agreement. The consideration to the City for entering into this Agreement is the benefits derived by the citizens of the City of Parkville, Missouri, from the ongoing maintenance and installation of two (2) or more Major Alterations of the Premises. Prodigy Baseball agrees to provide youth baseball programs through the term of this Agreement.
4. **Other Uses.** The City reserves the right to use any portion of the Premises for other uses, in its sole discretion, during any time when the Premises are not reserved for the use by Prodigy Baseball.
5. **Utilities.** Prodigy Baseball shall have no access or right to use utilities to the Premises including, but not limited to, water, sewer, electricity, gas, and trash. It is understood that municipal parking stalls adjacent to and near the Premises are available for non-exclusive use by Prodigy Baseball patrons and are also available for use by the general public.
6. **Insurance.** Prodigy Baseball shall keep in force, at Prodigy Baseball’s expense, as long as this Agreement shall remain in effect, Commercial General Liability Insurance in a responsible company, authorized to do business in the State of Missouri, with respect to the Premises with coverage in a minimum amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate. Prodigy Baseball shall secure the endorsement in the name of the City as an additional insured, on such liability insurance policy, without additional expense to the City. Prodigy

Baseball will provide a copy of such certificate of liability insurance to the City and shall notify the City if such insurance is threatened to be canceled or expired.

Prodigy Baseball will indemnify the City and save the City harmless from and against any and all claims, action damages, liabilities and expenses in connection with the loss of life, personal injury, theft, vandalism or damages to property arising out of or from the use of the Premises by Prodigy Baseball, provided, however, Prodigy Baseball will not be liable to the City on any claim, to the extent it is caused by the negligence of the City, or its agents or employees. Failure of the Prodigy Baseball to maintain adequate coverage shall not relieve it of any contractual responsibility or obligation, including but not limited to, the indemnification obligation.

7. **Maintenance and Repairs.** During its use of the Premises, Prodigy Baseball shall be responsible for maintenance of the Premises, excluding mowing, in a manner that is safe and presentable for program participants. Prodigy Baseball shall complete a series of maintenance projects on a weekly and monthly basis to the Premises outlined below:
 - a. Weekly Basis: General turf and field maintenance including but not limited to edging, weeding, warning track repair, field dragging/leveling, and repair of any Major Alterations added by Prodigy Baseball.
 - b. Monthly Basis: Pitching mound repair on Grigsby Field and backstop netting safety repair on Grigsby Field.

The City is responsible for mowing the Premises on a regular basis, consistent with mowing practices for other areas of English Landing Park throughout the year. The field and field turf will be in a substantially similar or better condition at the termination of the agreement as at the beginning of the agreement. Prodigy Baseball will not use the Premises during extremely wet conditions or other times that may lead to damage of the field and field turf. Prodigy Baseball is responsible for any major repairs caused to the field and field turf caused by its use of the Premises.

8. **Entry Upon the Premises.** Prodigy Baseball agrees to permit the City, or its authorized agents, to enter the Premises at all times for the purpose of inspecting to ensure compliance with the terms of this Agreement.
9. **Major Alterations by Prodigy Baseball.** During its use of the Premises, Prodigy Baseball agrees to complete two (2) or more of the following Major Alterations to Grigsby Field at no cost to the City. The Major Alteration/s will be decided by mutual consent of Prodigy Baseball and the City.
 - a. Right and left field dugout windscreen installation on Grigsby Field.
 - b. Mound repairs and batting turf installation to the right field warm up area on Grigsby Field.
 - c. Installation of a netting system, windscreen, and artificial turf in the batting cage area of Grigsby Field.
 - d. Turtle/batting cage repair.

Prior to proceeding with any of the above Major Alterations, Prodigy Baseball must meet with the City and provide a detailed written plan (Major Alteration plan) of how it will accomplish one of the Major Alterations listed above. The City must approve a Major Alteration plan provided by Prodigy Baseball prior to a Major Alteration being added or fabricated. When a Major Alteration is completed it will be inspected by the City and upon satisfactory inspection it will be deemed complete. When a Major Alteration is deemed complete by the City it will be considered donated in its entirety to the citizens of Parkville to be hereafter owned by the City of Parkville and managed on behalf of the citizens by the City of Parkville. Following acceptance of a Major

Alteration, the City may treat the project as it would any other City property similar in nature. The City reserves the right to move/remove and/or retire said donation.

No other alterations or structural improvements shall be made by Prodigy Baseball to the Premises during the term hereof without the prior written consent of the City.

10. **Major Alterations not installed by Prodigy Baseball.** If the installation of two (2) Major Alterations do not take place during the contract term Prodigy Baseball will reimburse the City for the use of the Premises in the amount of \$1,000.00.
11. **Other Considerations.** If Prodigy Baseball uses adult or youth volunteers to conduct maintenance and repair operations or complete Major Alterations, it must submit to the City a completed and signed Volunteer Waiver for each volunteer participant prior to the work taking place. An example of the Volunteer Waiver can be found in **Exhibit B.**
12. **Compliance with Law.** Prodigy Baseball must comply with all applicable local, state, and federal laws with regard to programming and operations. Failure to comply with applicable laws is considered a breach of this agreement.
13. **Reporting.** Each year on or before December 1, the Prodigy Baseball shall provide a written report to the City of its activities for the prior season which ended October 31. The report shall include information that is pertinent to summarizing the use, maintenance/repair, and Major Alterations related to the Premises.
14. **Successors and Assigns.** This agreement shall extend to and be binding upon the successors and assigns of the parties hereto.
15. **Termination for Cause.** If either party fails to fulfill the terms of this Agreement, the other party may provide thirty (30) days written notice to the offending party that outlines the specific issues of default. If the default is not cured within fifteen (15) days, the Agreement will terminate. If Prodigy Baseball fails to fulfill the terms of this Agreement and it is terminated for cause before June 30, 2017 Prodigy Baseball must complete (1) Major Alterations or reimburse the City for the use of the Premises in the amount of \$500.00. If Prodigy Baseball fails to fulfill the terms of this Agreement and it is terminated for cause after June 30, 2017 it must complete (2) Major Alterations or reimburse the City for the use of the Premises in the amount of \$1,000.00.
16. **Termination for Convenience.** Either party may at any time and for any reason terminate the agreement upon sixty (60) days written notice to the other party. If Prodigy Baseball proposes the termination before June 30, 2017 it must complete (1) Major Alterations or reimburse the City for the use of the Premises in the amount of \$500.00. If Prodigy Baseball proposes the termination after June 30, 2017 it must complete (2) Major Alterations or reimburse the City for the use of the Premises in the amount of \$1,000.00. In the event of significant flood, natural disaster or other damage that renders the Premises unusable, this agreement will immediately terminate, and all parties will be deemed whole.
17. **Notice.** Written notice regarding this agreement shall be effective upon receipt via hand-delivery; three working days after deposit in the U.S. Mail, or by confirmed delivery by national overnight delivery service to the following addresses:

To City:

City of Parkville
Attn: City Administrator
8880 Clark Ave.
Parkville, MO 64152

To Prodigy Baseball:

Prodigy Baseball
Attn: Jesse McSpadden
XXXXXX
XXXXXX

18. **Entire Agreement.** This document constitutes the entire agreement between the Prodigy Baseball and the City. This Agreement cannot be modified except in writing and must be signed by all parties. Neither Prodigy Baseball nor the City has made any promises or representations, other than those set forth in this Agreement and those implied by law.

In witness whereof of the parties have set their hands this ____ day of _____, 2016.

Prodigy Baseball

The City of Parkville, Missouri

By Jesse McSpadden

By: Nanette K Johnston, Mayor

ATTEST

By: Melissa McChesney, City Clerk

EXHIBIT A
Premises

That portion of parcel number 20-7.0-35-400-006-002.000, generally located south of McAfee Street and east of Main Street in Parkville, Platte County, Missouri. The three baseball fields are known as Ball Field 1, Grigsby Field, and Ball Field 3 are identified by orange stars in the image below.



**EXHIBIT B
Volunteer Liability Waiver**

**City of Parkville
Waiver of Liability**

Participant's Name: _____
Address: _____ City: _____
State: _____ Zip Code _____
Telephone _____ Cell Phone _____
EMail: _____ DOB _____

READ BEFORE SIGNING:

In consideration of being allowed to participate in any way as part of _____, including related events and activities, the undersigned acknowledges, and agrees that:

1. The risk of injury from the activities involved in this activity may be significant, including the potential for permanent paralysis, serious injury and death, and,
2. I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, and assume full responsibility for my participation; and,
3. I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS** The _____, their officers, officials, agents and/or employees, other participants, sponsoring agencies, **WITH RESPECT TO ANY AND ALL INJURY, DISABILITY, DEATH, or loss or damage to person or property.**

FOR PARTICIPANTS OF MINORITY AGE (under 18 years of age): This is to certify that I, as parent/legal guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above all the Releasees, and, for myself, my heirs, assigns and next of kin, I release and agree to indemnify the Releasees from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT AND FULLY UNDERSTAND ITS TERMS.

Name (print)

Signature

Date

If under 18 years of age:

Parent/Guardian Name (print)

Parent/Guardian Signature

Date

**Attachment 1|
Premises**

That portion of parcel number 20-7.0-35-400-006-002.000, generally located south of McAfee Street and east of Main Street in Parkville, Platte County, Missouri. The three baseball fields are known as Ball Field 1, Grigsby Field, and Ball Field 3 are identified by orange stars in the image below.



CITY OF PARKVILLE Policy Report

Date: November 4, 2016

PREPARED BY:

Tim Blakeslee
Assistant to the City Administrator

REVIEWED BY:

Alysen Abel
Public Works Director

ISSUE:

Approve a donation agreement with Friends of Parkville Parks in the amount of \$25,000.

BACKGROUND:

At the beginning of the year, the City kicked off a process to update the 2008 Parks Master Plan. The 2008 Plan was created to provide a road map for the utilization, development, and expansion of Parkville's current and future park system. Since the adoption of the 2008 Parkville Parks Plan, many of the original objectives have been accomplished; notably, the parks and open space along the Missouri River corridor more than doubled with the opening of Platte Landing Park in the summer of 2014 which includes a new boat ramp, the county's first off-leash dog park, and a recreational trail.

The proposed 2016 Parks Master Plan update was recommended for adoption by the Community Land and Recreation Board (CLARB) on October 12, 2016. The update is intended to be a park system design and maintenance road map for the foreseeable future. Although not yet formally adopted, it has become evident that the plan will recommend creating additional sports fields in Platte Landing Park. Due to funding limitations, many of the proposals and community requests will be difficult to complete and maintain without outside private support.

Additionally, practice field space has become an increasingly difficult commodity to find in the Kansas City northland. The City baseball fields saw the highest usage ever during the spring of 2016. The peak evening practice timeframe (Tuesday through Thursday) was fully booked from March through early July. Staff had to turn away a number of teams interesting in practicing due to unavailable time slots.

In early-September, City staff was notified that the Friends of Parkville Parks (FOPP) were seeking grant requests prior to disbanding. The deadline for the requests required that an application be submitted prior to the request being approved by the governing body. As a result, final endorsement of accepting funds for the proposal made to FOPP is contingent on the support of CLARB, the Parkville Board of Aldermen, and the Platte County Commission. In brief, the City's proposal involved creating one practice ball field and one practice multi-use field in Platte Landing Park (Attachment 1). The City is also working to partner with local sporting academies to provide maintenance for the fields in consideration for reserved field time. The result would be the establishment of a series of "Friends Fields" in which various local organizations donate time, effort, and materials to help create athletic fields for community use.

On September 8, 2016, FOPP awarded the City a \$25,000 grant. FOPP approved the \$10,000 grant request for the ball field proposal and \$15,000 was awarded for as a donation for a new shelter house near the southeast corner of the Grigsby Field parking lot, provided additional matching funding can be obtained via a Platte County Outreach Grant. The proposed shelter house location is consistent with a shelter location in the soon to be adopted 2016 Parks Master Plan.

ITEM 3C

For 11-9-16

Community Land and Recreation Board

In mid-October Staff learned that the Friends Field project was going to cost more than originally anticipated. FOPP agreed that if appropriate funding is not obtained, funds should be sequestered in the Parks Donation Fund until the project or an equivalent new sports field project is able to move forward. The agreement has been updated accordingly and staff is currently researching alternative options of how to more economically create a ball field in Platte Landing Park.

With such a generous donation, the City wanted to protect the investment interests of both the City and the donor. The donation agreement (Attachment 2) addresses the ownership and information about the donated funds, includes the plan for recognition of the donors, and addresses the maintenance and term of the project. Similar agreements have been done in the past. It's anticipated that the City will seek additional support for both projects via a Platte County Outreach Grant or other private donors.

BUDGET IMPACT:

There is no immediate budget impact with recommended approval the donation agreement. As part of the proposal, the City of Parkville will use \$15,000 from the Parks Donation Fund for Friends Field Project.

ALTERNATIVES:

1. Recommend that the Board of Aldermen approve a donation agreement with Friends of Parkville Parks in the amount of \$25,000.
2. Do not approve the donation agreement.
3. Postpone the item.

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board recommend that the Board of Aldermen approve the donation agreement with Friends of Parkville Parks in the amount of \$25,000.

POLICY:

Section 150.050 (B) of the Parkville Municipal Code gives the Community Land and Recreation Board authority to approve grant applications and make recommendations to the Board of Aldermen. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

I move to recommend that the Board of Aldermen approve a donation agreement with Friends of Parkville Parks in the amount of \$25,000.

ATTACHMENTS:

1. Location Map
2. Donation Agreement

AGREEMENT FOR DONATION

THIS AGREEMENT, made and entered into this 18th day of October, 2016, is by and between the City of Parkville, Missouri, a city of the fourth classification (City); and Friends of Parkville Parks (Donor), a 501(c)3 designated parks advocacy organization addressed at P.O. Box 14020, Parkville, Missouri 64152, collectively referred to as the Parties.

WHEREAS, the Parties recognize that ball fields and other park amenities enhance the community value of Parkville Parks; and

WHEREAS, the proposed 2016 Parks Master Plan update that was recommended for adoption by the Community Land and Recreation Board on October 12, 2016, recommends creating additional fields and shelters in Platte Landing Park; and,

WHEREAS, the Donor has offered to donate funds to support practice field and shelter construction; and

WHEREAS, the City and the Donor agree to publicly recognize the donation.

NOW, THEREFORE, the Parties, for the consideration and under the described conditions and obligations, hereinafter set forth and agree as follows:

Section 1. **Ownership**

The donation, as described in Section 2, is donated in its entirety to the citizens of Parkville to be hereafter owned by the City of Parkville and managed on behalf of the citizens by the City of Parkville.

Section 2. **Donation**

The donation consists of twenty five thousand dollars (\$25,000). The donation is payable to the City on or before January 1, 2017.

Section 3. **Recognition**

In exchange for the donation, the City agrees to develop the following Project:

- Create one practice baseball field with 60 foot base paths. The baseball field will include infield sand, outfield grass, and materials for a backstop in the general vicinity outlined in and create one practice grass multi-use field approximately 150 feet x 300 feet in Platte Landing Park in the general vicinity outlined in Exhibit A, provided additional funding can be obtained via a Platte County Outreach Grant or other funding source. If appropriate funding is not obtained, funds will be sequestered in the Parks Donation Fund until the project or an equivalent new sports field project is able to move forward.
- Construct a small shelter house (approximately 16 feet x 20 feet) near the southeast corner of the Grigsby Field parking lot in the general vicinity outlined in Exhibit A, provided additional funding can be obtained via a Platte County Outreach Grant. If appropriate funding is not obtained, funds will be sequestered in the Parks Donation Fund until the project is able to move forward.

The City further agrees to recognize the Donor and the donation on the City's website, social media platforms, and in a future edition of the city newsletter that is mailed to all residential households in Parkville. Recognition will also be made

at a public ceremony such as a Project ribbon cutting or a Board of Aldermen meeting. On-site recognition will be in the form of a donor plaque.

Section 4. **Maintenance**

The City shall be responsible for maintenance of the Project, including any reasonable repairs, in the sole discretion of the City. The City makes no guarantee for the replacement or repair of the ball fields and/or shelter that are damaged beyond reasonable repair, suffer repeated vandalism, and/or expire prior to the cessation of the ten year period.

Section 5. **Term**

The initial term of this agreement shall be for ten years. If the Project is altered or relocated during the term of this agreement in accordance with any adopted parks plan, the City agrees to preserve or relocate the on-site donor recognition. Following cessation of the agreement, the City may treat the Project as it would any other City property similar in nature. The City reserves the right to move/remove and/or retire said donation and related acknowledgements following cessation of the agreement.

DRAFT

IN WITNESS WHEREOF City and Donor, for themselves, and their successors and assigns, have executed this Agreement as of the day and year first above written.

Friends of Parkville Parks

Diane Driver, Chair

City of Parkville, Missouri

Nanette K. Johnston, Mayor

Attest:

Melissa McChesney, City Clerk

DRAFT

CITY OF PARKVILLE Policy Report

Date: November 4, 2016

Prepared By:

Joe Ryan

Nature Sanctuary Director

Reviewed By:

Tim Blakeslee

Assistant to the City Administrator

ISSUE:

Discuss establishing bee hives in the Parkville Nature Sanctuary.

BACKGROUND:

On March 4, 2014, the Board of Aldermen held a work session to discuss a proposal from advocates of the Parkville Nature Sanctuary to create a non-profit "friends" group to supplement fundraising for future programming, maintenance and development of Nature Sanctuary properties. The main goal of establishing a non-profit corporation is to increase funding for the Nature Sanctuary by finding new sources of revenue to supplement existing government support.

Friends of Parkville Nature Sanctuary (FOPNS) was incorporated in 2015 and is be able to research and support projects on behalf of the Parkville Nature Sanctuary and compete for grants that are not accessible to government entities. Although the City can accept tax-deductible donations for public purposes, sometimes donors are more comfortable making a donation through a qualified non-profit rather than a government entity. A non-profit is not subject to the Missouri Sunshine Law and has more flexibility to pursue major gifts with discretion.

FOPNS is considering potential projects to begin in the Parkville Nature Sanctuary. One project the group is considering would be to encourage a local beekeeper to maintain a hive within the confines of the fencing at "the cement pond." The location allows driving access for the beekeeper, and fencing will keep hikers from direct contact with the hives. Establishing a hive will help address the decline in honeybee populations and an educational opportunity for Parkville Nature Sanctuary visitors.

BUDGET IMPACT:

There is no budget impact.

ALTERNATIVES:

1. Discuss establishing bee hives in the Parkville Nature Sanctuary.
2. Postpone the item

STAFF RECOMMENDATION:

Staff recommends that the Community Land and Recreation Board discuss establishing bee hives in the Parkville Nature Sanctuary.

POLICY:

Section 150.050.A. of the Parkville Municipal Code directs CLARB to act in an advisory capacity to the Board of Aldermen to develop and administer a writer plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs along streets and in other public areas. As CLARB serves in an advisory capacity, its recommendations must be approved by the Board of Aldermen.

SUGGESTED MOTION:

As this is a discussion item, no motion is necessary.



CITY OF PARKVILLE Memorandum

Date: November 7, 2016

To: Community Land and Recreation Board Members

From: Alysén Abel, Public Works Director

CC: Tom Barnard, Parks Superintendent
Tim Blakeslee, Assistant to the City Administrator

RE: October 2016 Parks Activity Report

The following Parks-related activities took place during October 2016:

- Memorial Donor Benches – Installed three memorial donor benches on prepared concrete pad sites.
 - 5K / 10K Trail Markers – Dug post holes and installed mile marker posts for the 5K/10K Trail Markers. A portion of this work is funded through the County's Outreach Grant.
 - Parks Headquarters Electrical Service – The trench work was completed for the electric utility service for the Parks Headquarters. The overhead electrical service was disconnected and the service connection was completed. The grading and asphalt repair was completed with the repair.
 - Routine Mowing – Staff performs routine mowing and weedeating throughout the month in Platte Landing Park, English Landing Park, Smaller City Parks, Train Depot, Ball Fields, and City rights-of-way.
 - Irrigation Maintenance – Performed annual irrigation system testing at Pocket Park, Triangle, and City Hall.
 - Fertilization – Performed fall fertilization.
 - Special Event Assistance – Staff set up and tore down cones and barricades for Cruise Nights, Final Fridays, and various 5K/10K races.
 - ELP Restroom Rehabilitation – Assisted with washing interior walls and painted ceiling for the ELP Restroom.
 - Train Depot Maintenance – Cleaned the gutters at the Train Depot.
 - Seasonal Plantings – Replaced the Barberry perennials at the Farmer's Market steps.
 - Dog Park Trail – Staff completed the installation of the lime screenings on the outside perimeter of the fence in the large dog park.
-

- Pumpkin Art – TJ Jenkins donated another piece of his chainsaw art to Parkville. The giant pumpkin was placed in front of the Parks Headquarters. Staff painted the pumpkin.
 - Tree/Landscape Maintenance – Staff waters the trees in the dog parks, City owned parking lots, City Hall flowers, and 9 Hwy Entryway sign.
 - Shelter Houses – The areas around the shelter houses were cleaned weekly.
 - Restrooms – Staff continues routine cleaning of restrooms.
-